

## FISCAL YEAR 2017 SAMHSA CONTINUATION APPLICATION GUIDANCE

/Name/

/Title/

/Organization Name/

/BO Address Line 1/

/BO Address Line 2/

/City, State, Zip/

Grant #: /Insert Full Grant Number/

Center: /Insert Full Center Name /

Dear Recipient:

The purpose of this letter is to provide information and instructions on how to prepare and submit a continuation application for Substance Abuse & Mental Health Services Administration (SAMHSA) support under an existing discretionary grant.

Continuation Notices of Award (NoA) are subject to the availability of funds and acceptable progress and performance based on the grant's approved goals and objectives. SAMHSA may fully or partially fund continuation applications based on the final 2017 appropriations.

### **CONTINUATION APPLICATION DUE DATE**

Your discretionary grant non-competing continuation application must be submitted electronically through [Grants.gov](http://www.grants.gov) no later than: **January 23, 2017.**

**Applications submitted by methods other than through [Grants.gov](http://www.grants.gov) cannot be accepted.**

### **CONTINUATION APPLICATION PROCESS**

Continuation applications should be prepared carefully and in accordance with the Supplementary Instructions for the Continuation Application Package at <http://www.samhsa.gov/grants/continuation-grants>.

Recipients must ensure the following are up-to-date:

- Submission of program progress and financial reports as identified on the NoA;
- Federal Cash Transactions Reports in the HHS Payment Management System; and,
- System for Award Management (SAM) annual registration and DUNS information.

The following must be completed and submitted as part of the continuation application:

1. HHS Checklist (HHS-5161)
2. Project/Performance Site Location(s) (OMB Form 4040-0010)
3. Disclosure of Lobbying Activities (SF-LLL), if applicable. (If the organization does not participate in Lobbying Activities, indicate "Not Applicable" on the SF-LLL Form and submit.)
4. Project/Program Narrative
5. Charitable Choice Form (SMA 170), only applicable to faith-based organizations under CSAT and CSAP programs (If the organization is NOT faith-based, indicate "Not Applicable" on the Charitable Choice Form and submit.)
6. Application for Federal Assistance (SF-424)
7. Budget Information-Non-Construction Programs (SF-424A)
8. Detailed Budget and Narrative Justification

- (1) Recipients who must submit a detailed budget and narrative justification in the same manner as required in their initial application are those that have:
  - Restricted status (formerly high risk); or,
  - Anticipated budget changes in excess of the amounts identified in (2)a or (2)b below.

Note that the detailed budget and narrative justification must identify any other federal and non-federal sources of funds being utilized to support grant project.

- (2) Other recipients under specific circumstances may opt to submit a signed and dated attestation letter instead of a detailed budget and narrative justification. An attestation letter may be submitted for grants with an anticipated award when the budget will not change more than **25 percent** from the current budget period.

The attestation letter must clearly state that the budget will not change by more than 25 percent, and must be signed by the Authorized Representative on the organizations letterhead.

Note that detailed guidance regarding each of the documents requested above is provided in the Supplementary Instructions for the Continuation Application Package at <http://www.samhsa.gov/grants/continuation-grants>.

## ELECTRONIC SUBMISSION THROUGH GRANTS.GOV

**Recipients are encouraged to submit their continuation applications early enough to resolve any unanticipated difficulties.** Recipients submitting an application through grants.gov **must** ensure completion of the following:

1. SAM information must be updated at least every 12 months to remain active (for both recipients and sub-recipients). For information about updating recipient information in SAM, please refer to instructions at [SAM.gov](http://SAM.gov). Once you update your record in SAM, it will take 48 to 72 hours to complete the validation processes. [Grants.gov will reject electronic submissions from applicants with expired registrations.](#)
2. Recipients must then download the application package and instructions in grants.gov by selecting "Apply for Grants" and then search for the downloadable application package by the Funding Opportunity Number.
  - a. The Funding Opportunity Announcement for all discretionary SAMHSA continuation application package is: **SAMHSACONTINUATION2017**

For Additional guidance, please refer to "Continuation Application Download Instructions" which can be found at: <http://www.samhsa.gov/grants/continuation-grants>.

3. Recipients must then complete the application package, upload it, and submit it through the [Grants.gov](http://Grants.gov) website. All files uploaded with the Grants.gov application **must** be in Adobe PDF file format.

After recipients electronically submit their continuation application, Grants.gov will send a notice that the application is being processed, two emails will be sent within the next 24-48 hours. One notification email will confirm receipt of the application in Grants.gov, and the other notification email will indicate that the application was either successfully validated by the system (with a tracking number) or rejected due to errors. It is important that you retain this Grants.gov tracking number. Receipt of the Grants.gov tracking number is the only indication that Grants.gov has successfully received and validated your application. It is important for recipients to monitor their email for all notifications from Grants.gov regarding their submitted continuation applications.

Recipients that do not receive the two emails within two business days, a tracking number, or if further information is needed, the following information should be used to contact grants.gov for assistance:

- By e-mail: [support@grants.gov](mailto:support@grants.gov)
- By phone: (toll-free) 1-800-518-4726 (1-800-518-GRANTS). The Grants.gov Contact Center is available 24 hours a day, 7 days a week, excluding federal holidays.

Questions regarding the administration of grants or programmatic issues should be directed to the Grants Management Specialist or Government Project Officer, respectively, identified in the most recent NoA.

Sincerely,

/s/

Roger George  
Acting Director, Division of Grants Management  
Office of Financial Resources